

## **HALL & ASSOCIATES**

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May 31, 2019

### **Via FOIA Online**

National Freedom of Information Officer  
U.S. Environmental Protection Agency  
1200 Pennsylvania Avenue, NW (2822T)  
Washington, DC 20460

### **RE: Freedom of Information Act Request for Records Related to Agency Procedures for the Creation of Email Distribution Lists**

To Whom This May Concern:

This is a request for public records pursuant to the Freedom of Information Act ("FOIA"), 5 U.S.C. Section 552, as implemented by the Environmental Protection Agency ("EPA") at 40 C.F.R. Part 2. For purposes of this request, the definition of "records" includes, but is not limited to, documents, letters, memoranda, notes, reports, e-mail messages (including e-mails to and from personal e-mail accounts), minutes, handouts, policy statements, data, technical evaluations or analysis, and studies.

### **Request**

The EPA Office of Water, at times, utilizes email distribution lists to notify the public regarding various regulatory activities that are being undertaken, including educational opportunities. This request seeks any and all records at EPA HQ concerning:

1. Any adopted or established Agency procedures stating how EPA creates such email distribution lists, including but not limited to any procedures used to determine which email addresses used by EPA for such communications are to be considered personal/private or not; and
2. Any basis and background documents for the procedures discussed in item 1 above.

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Please contact the undersigned if the associated search and duplication costs are anticipated to exceed \$100.00. Please duplicate the records that are responsive to this request and send it to the undersigned at the above address. If the requested record is withheld based upon any asserted privilege, please identify the basis for the non-disclosure.

If you have any questions regarding this request, please do not hesitate to contact this office so as to ensure that only the necessary document is duplicated.

Respectfully,

/s/ Erin Thomas

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